

## **Program Description/Textbook or Print Instructional Material**

**Vendor:** Pearson Education, Inc., publishing as Pearson Prentice Hall      **Web Address:** www.phschool.com

**Title:** **Stepping Through Office XP: Introductory**

**Author:** Prentice Hall Editorial      **Copyright:** 2004

**ISBN:** 0-13-036301-4      **Course/Content Area:** Business Ed: Computer & Technology Applications

**Intended Grade or Level:** 9-12      **Readability Level:** Not Available

**List Price:** \$ 59.96      **Lowest Wholesale Price:** \$ 44.97

**Level of Accommodations (Level One, Two, or Three)** Three

If Level Two or Three, please provide rationale for not meeting Level One Compliance Pearson Prentice Hall  
is unable to provide files in Levels One or Two due to the variety of page layout systems used to create the text.  
These systems are not compatible with specialized formats such as XML or HTML.

## **FEATURES**

**DISCLAIMER:** The features of each book or program were developed by the publisher and do not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

### **Content**

Text features a step-by-step procedure summary that provides illustrated keystroke and menu commands for a visual guide to each application; students are exposed to three levels of applications. Cross-curricular projects reinforce software skills with projects in Language Arts, Math, and Social Studies that incorporate research, presentation, and group collaboration. Real world business connections connect the classroom with a wealth of realistic context applications. Career Corner helps students learn first hand about career opportunities while Tech Talk helps students discover how their software skills will impact society.

### **Student Experiences**

Technology @ School features help students apply their newly learned software skills to allow easy progression through the course from the Introductory to the Advanced. Exercises for Better Learning provides three levels of applications to reinforce students' grasp of skills and appeal to the visual learner.

### **Assessment**

Assessment activities are built into the program that helps students discover how their skills are progressing and how they can apply these skills to a variety of occupations. Students will learn from other's mistakes while improving proofreading, design, and editing software skills. Assessment and Certification Manual and CTB CD-ROM, Resource Pro CD-ROM all available for teacher assistance.

### **Organization**

The materials are organized in a step-by-step approach to reinforce skills as students prepare for their Microsoft certifications using real-world applications.

### **Resource Materials**

- **Gratis Items To Be Provided And Under What Conditions**

**Free upon request, 1 per teacher user with a minimum purchase of 20 Stepping Through It Office XP: Introductory Student Editions:**

- ☞ Teacher Edition
- ☞ Solution Key with Teacher's Solutions File CD-ROM
- ☞ Assessment and Certification with ExamView CD-ROM
- ☞ Stepping Through It Presentation Pro CD-ROM

- **Available Ancillary Materials**

## **RESEARCH DATA/EVIDENCE OF EFFECTIVENESS**

**DISCLAIMER:** The research data and evidence of effectiveness was provided by the publisher and does not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

Text materials are Microsoft Office Specialist certified for Word 2002 Core, Excel 2002 Core, Access 2002 Core, PowerPoint Comprehensive and Outlook 2002 Core.



## Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



**Title:** Stepping Through Office XP: Introductory; cost: \$44.97

**Publisher:** Pearson/Prentice Hall

**Item Evaluated:** Textbook and ancillary materials

**Copyright Date:** 2004

**Evaluator:** Donna R. Everett

**Content Level:** 9-12

**Date of Evaluation:** July 30, 2003

**Level of Alternative Format**

Level 1 – Full Compliance

Level 2 – Provisional Compliance

Level 3 – Marginal Compliance

This section completed by Exceptional Children Services

### Overall Strengths and/or Weaknesses

**Disclaimer:** Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions. They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the review team's comments, editing was limited to spelling and punctuation.

### Recommendations:

☒ Recommended by reviewers to State Textbook Commission

☐ Not recommended by reviewers to State Textbook Commission.

**Publisher's Explanation of Reviewer's Comments:** By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.



# Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



<b>Title: Stepping Through Office XP: Introductory</b>		<b>Publisher: Pearson/Prentice Hall</b>
Technology Management Summary Data:	20 possible points	____20____ points earned
Technology Management Comments:		
Technology Presentation/Interface Summary Data:	40 possible points	____40____ points earned
Technology Presentation/Interface Comments:		
Content Summary Data:	44 possible points	____23____ points earned
Content Comments:		
Instruction & Assessment Summary Data	52 possible points	____43____ points earned
Instruction & Assessment Comments:		
Organization & Structure Summary Data	36 possible points	____32____ points earned
Organization & Structure Comments:		
Resource Material Summary Data	40 possible points	____32____ points earned
Resource Material Comments: <b>Excellent materials for MOUS certification in addition to classroom instruction.</b>		



# Group V - Career /Technical & Vocational/Practical Living

## Electronic Instructional Media Review Form

### Stand Alone/Independent or Integrated Software for Business



<b>Equipment</b> (circle or change fill color)	<b>Grade Level</b> (circle or change fill color)	<b>Audience</b> (circle or change fill color)	<b>Format</b> (circle or change fill color)	<b>Cost</b> _____	
Windows	Primary	Individual	Stand Alone/Independent	_____ single copy	_____ site license
Macintosh	Intermediate	Small Group	Integrated	_____ network version	_____ school version
CD-ROM	Middle	Large Group	Supplemental	_____ lab pack of _____ copies	_____ online
DVD	High		In lieu of basal test		
Sound					
Other					

If other, explain \_\_\_\_\_

<b>Type of Software:</b> Check all that apply	_____ Simulation	_____x_____ Management	_____ Interdisciplinary	_____ Problem Solving	_____ Tutorial
_____ Exploratory	_____ Creativity	_____x Drill and Practice	_____ Critical Thinking	_____ Utility	_____x_____ Tests

<b>Rating Scale:</b>	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	4
Allows students to exit and resume at a later time.	4
Keeps a student's performance record, where needed.	4
Allows control of various aspects of the software (e.g., turning sound off).	4
Allows for printed reports.	4
Comments:	20

Presentation/Interface	Rating
Presents material in an organized manner.	4
Has consistent, easy-to-use, on-screen instructions.	4
Has developmentally correct presentation format.	4
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	4
Accessible for special needs students.	4
Runs smoothly, without long delays.	4
Presents easy-to-view text and graphics.	4
Presents easy-to-hear and understand sounds.	4
Avoids unnecessary screens, sounds, and graphics.	4
Provides immediate, appropriate feedback.	4
Comments: Viewed only instructor resource kit; student data file CD was not available.	40

Content—Business	Rating
Career Experiences:	4
Employability Skills:	4
Teamwork	2
Global Perspective	0
Mathematical Skills	2
Communication:	3
Diversity	0
Ethical Practices	0
Academic Integration	0
Real World Application	4
Content Area Concepts Addressed	4
Comments: <b>FBLA activities are not included.</b>	<b>23</b>

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment	Rating
Identifies a Sense of Purpose	4
Builds on Student Ideals: <b>If related to employability expectations, then, yes.</b>	4
Engages Students	4
Develops Business Ideas	4
Promotes Student Thinking	4
Assesses Student Progress	4
Enhances The Learning Environment	4
Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.	4
Commonwealth Accountability Testing System (CATS) “like” Assessment is provided	0
Variety of assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included. <b>Instructor would have to work on correlation and integration.</b>	3
Includes activities and opportunities for integration of technology.	4
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)	4
Differentiation techniques and activities suggested.	0
Comments:	<b>43</b>

Rating Scale:	3 – Some potential for learning	1 - Not present
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable

Organization and Structure	Rating
Organization is logical and allows for spiraling of content.	4
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	4
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.	4
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).	0
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	4
Student materials seem durable and conducive to daily use.	4
Includes sufficient glossary, index and appendices.	4
Employs accurate grammar and spelling	4
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	4
Comments:	<b>32</b>

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)	4
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.	4
Extension activities including adaptations and accommodations for students with special needs.	4
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides)	4
Suggestions are made for integration of themes and /or interdisciplinary instruction.	0
Integration opportunities suggested and examples given.	0
Teacher resources are available online.	4
Online resources available – Repeat of information in text.	4
Online resources available – Practice skills only.	4
Online resources available – New application materials.	4
Comments: <b>Materials to support classroom instruction.</b>	<b>32</b>

Rating Scale:	
4—All or the time	2—Minimally
3—Some of the time	1—None of the time
	0— Not applicable